

Priority *	SCDHEC – Bureau of Air Quality Supervisor Training Guidelines	Time Frame
M	Bureau Orientation by Supervisor	1 Month
M	DHEC Orientation	3 Months
M	APTI SI:422/CLN 880 Air Pollution Control Orientation Course	3 Months
M	EQC Required: Hazardous Communication	3 Months
M	EQC Required: Confined Space or Exemption Memo to File	3 Months
M	DHEC Required: Fourth Generation Management	6 Months
M	DHEC Required: HIPAA 101	3 Months
M	BAQ Required for Supervisors: Sexual Harassment Prevention Through Awareness	6 Months
M	BAQ Required for Supervisors: Supervisory Skills	6 Months
M	DHEC Required 8 Hr. Defensive Driving Course DHEC Required 4 Hr. Defensive Driving Refresher Course	3 Months Every 3 yrs.
M	EQC School	12 Months
M	BAQ Required for Supervisors: Human Resource Skills for Supervisors	12 Months
M	BAQ Required for Supervisors: Change Management	12 Months
M	DHEC Required: Basic Cultural Competence Training	12 Months
M	DHEC Required: Customer Service Training	12 Months
D	Windows Operating Systems	18 Months
D	Power Point	18 Months
D	MS Excel	18 Months
D	Lotus Approach	24 Months
D	MS Word	24 Months
D	Introduction to Continuous Improvement	24 Months
D	The Manager's Role in Planning	24 Months
D	Presentation Skills	24 Months
D	State Government Processes	24 Months

* M = Mandatory,

D = Desirable

January 3, 2003